

**NORTH CAROLINA DEPARTMENT OF PUBLIC SAFETY
ALCOHOL LAW ENFORCEMENT
SPECIAL AGENT POSITION
APPLICATION PACKAGE CONTENTS & INSTRUCTIONS**

IMPORTANT! It is necessary that you carefully follow all instructions set forth below. Your application will not be processed unless and until all documents are received and all requirements are met. Read all instructions before completing any task outlines. Submitted documentation will **NOT** be returned.

☐ **APPLICATION FOR EMPLOYMENT (Application Completed Online)**

<http://www.oshr.nc.gov/jobs>

These forms are completed on this website during the first phase of the application process. *Return one copy of your completed State Application for Employment, including completed Standard Questions and Supplement Questions, with your Application Package.

☐ **PERSONAL HISTORY STATEMENT (F-3)**

[F-3\(LE\): Law Enforcement Personal History Statement](#)

[F-3\(LE\) Employment History Continued Page](#) (only as needed);

[F-3\(LE\) Charges Continued Page](#) (only as needed)

Complete the form on this website by following the application process. If an item on the form does not apply to you, enter "NA" in the space. The form must be signed in the presence of & be notarized by a Licensed Notary Public. *Return one (1) original statement with your Application Package. Photocopies will not be accepted.

☐ **EDUCATIONAL DOCUMENTATION (as applicable)**

Required documents include: photocopy of high school diploma or GED certificate AND certified and sealed copy of high school transcript or GED test scores AND certified copies of transcripts from any educational institution beyond high school, regardless of whether the program was completed. Return one (1) photocopy of high school diploma or GED certificate, and one (1) certified and sealed copy of high school transcripts or GED test scores, and one (1) certified and sealed copy of all transcripts from educational institutions beyond high school with your Application Package.

☐ **BASIC LAW ENFORCEMENT TRAINING CERTIFICATE (as applicable)**

Basic Law Enforcement Training is a requirement to be an ALE Special Agent. BLET training, however, is not required at the time of submitting an application. A photocopy of the Basic Law Enforcement Training certificate is required for those who have completed a BLET program.*Return one (1) photocopy of the certificate with your Application Package.

☐ **BIRTH CERTIFICATE**

Submit a certified copy of your birth certificate. If you do not have a certified copy of your birth certificate, contact the Register of Deeds for the county in which you were born. *Return one (1) certified copy of your birth certificate with your Application Package. Photocopies will not be accepted.

☐ **CRIMINAL HISTORY**

Submit a certified copy of the results of a local criminal history record search by the Office of the Clerk of Superior Court (or equivalent public official in other states). A separate record is required for each county where you have resided, maintained a dwelling or were stationed while on active military duty, or have criminal charges, since age sixteen (16). *Return one (1) certified copy of all necessary local criminal history record searches with your Application Package. Photocopies will not be accepted.

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☐ **DRIVER'S LICENSE RECORD**

Submit a certified copy of the results of a record check of your current state driver's license obtained (online or at your local office) from your state's Division of Motor Vehicles. Also submit a certified copy of record checks for driver's licenses from any other state in which you were licensed to operate a motor vehicle, or have violations/charges since age sixteen (16). *Return one (1) certified copy of all necessary drivers' license record checks with your Application Package. Photocopies will not be accepted.

☐ **PHOTOGRAPH**

Submit a 3" x 5" color, head and shoulders photograph of yourself. Photographs may not be more than six (6) months old. *Return one (1) original photograph with your Application Package. Photocopies will not be accepted.

☐ **MILITARY PERSONNEL ONLY**

If you have been in the military service, submit a copy of your separation papers (DD-214). If you do not have a copy of the DD-214, you may obtain assistance from the Veteran's Service Office in your area. If you are currently in the military, and do not yet have a DD-214, it must be forwarded to the Deputy Director upon your discharge. *Return one (1) photocopy of your military separation papers with your Application Package.

☐ **VALID NORTH CAROLINA DRIVER'S LICENSE AND SOCIAL SECURITY CARD**

*Return one photocopy of your NC driver's license and one photocopy of your United States Social Security Card.

Once you have everything on the list completed and in a comprehensive package, please contact the [Alcohol Law Enforcement \(ALE\) district office](#) for your district of residence to schedule an Application Package Review. The Application Package Review must be conducted and the completed package turned in to the Special Agent in Charge, or Assistant Special Agent in Charge.

***** Your Application Package will NOT be processed without the Special Agent in Charge (SAC), or Assistant Special Agent in Charge (ASAC)'s review. *****

For a complete list of ALE districts please visit the [Alcohol Law Enforcement](#) website.

By signing below, you certify that you understand that falsification of any record, giving false information, or willfully withholding any pertinent information shall be grounds for rejection of your application; or for dismissal after employment.

Applicant's Printed Name

Applicant's Signature

Date Signed